
JOB DESCRIPTION

Cleaner / Housekeeper

Position title	Cleaner / Housekeeper
Department	Operations, Housekeeping
Reports to	Housekeeping Supervisor
Employment type	Full time and part time positions available, hourly
Location	Winnipeg, MB and surrounding area. Multiple client sites.
Version	2.0
Last revised	August 2026

ABOUT FIRST CLASS PROPERTY SERVICES

First Class Property Services is a locally owned property maintenance company based in Winnipeg, Manitoba. We provide cleaning, snow removal, lawn care and maintenance, and hauling services to residential and commercial clients across the city.

Our values are simple: honesty, integrity, and First Class service on every job.

We are a small, tight knit team. Nobody here is just another cleaner or another number. As the business grows, so do the opportunities to take on more responsibility, learn new skills, and build a career. We provide the PPE, tools, and supplies needed to do the job right.

POSITION SUMMARY

First Class Property Services is looking for dependable, detail oriented Cleaners to join our team. In this role you complete scheduled cleaning work at client sites across Winnipeg, working on your own or as part of a crew depending on the assignment.

You are the person the client sees. The quality of your work and how you carry yourself on site are what earn us repeat business.

A valid driver's licence and a reliable vehicle are required, as you will travel between multiple sites in a day.

KEY RESPONSIBILITIES

Cleaning and Maintenance

- Complete general cleaning duties including vacuuming, mopping, dusting, garbage removal, and sanitizing surfaces.
- Clean washrooms, kitchens, common areas, offices, and residential units as assigned.
- Complete deep cleans, post construction cleans, unit turnovers, and one time jobs when scheduled.
- Restock supplies such as soap, paper towels, and garbage liners.
- Meet the cleanliness standard set out in the scope of work for each site, on every visit.
- Complete the site checklist and note anything that could not be finished, along with the reason.

Scheduling and Travel

- Arrive on time for every shift and scheduled appointment.
- Travel between multiple client locations during the day as assigned.
- Follow the schedule and task instructions provided by phone, app, or supervisor.
- Give as much notice as possible if you cannot make a shift so coverage can be arranged.

Equipment and Supplies

- Use all equipment and chemical products safely and according to the label and your training, including vacuums, mops, floor machines, and cleaning chemicals.
- Report low supplies, damaged equipment, or safety hazards to your supervisor right away.
- Keep company tools and supplies clean, organized, and in good working order.

Communication and Reporting

- Confirm completed work with your supervisor and flag any issues or site access problems.
- Report damage, missing items, or anything urgent at a property immediately.
- Keep client information, alarm codes, and property access details confidential.
- Follow all company policies, safety procedures, and cleaning protocols.

Client Service

- Be professional, courteous, and respectful on every site.
- Wear clean company branded clothing and the required PPE.
- Pass client requests or complaints to your supervisor rather than handling them on your own.

QUALIFICATIONS AND REQUIREMENTS

Required

- Valid Manitoba Class 5 driver's licence and access to a reliable vehicle.
- Ability to work independently, stay organized, and follow written and verbal instructions.
- Strong attention to detail and pride in finished work.
- Reliable, punctual, and committed to the scheduled hours you accept.
- Able to communicate with a supervisor by phone or app during the workday.
- Willing to complete a criminal record check where a client site requires one.

Considered an Asset

- Previous cleaning, janitorial, or housekeeping experience. Training is provided, so experience is not required.
- Post construction or deep cleaning experience.
- WHMIS training.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Work takes place at commercial and residential properties throughout Winnipeg.
- Ability to lift and carry up to 25 lbs, and to bend, kneel, reach, and stand for extended periods.
- Regular exposure to cleaning chemicals, dust, and varying site conditions. PPE is provided.
- Flexible scheduling. Day, evening, and occasional weekend availability may be required depending on the assignment.
- A mix of recurring accounts and one time or special project cleans.
- Travel between locations during the workday.

HOW PERFORMANCE IS MEASURED

- Sites pass supervisor quality inspections without repeat deficiencies.
- Shifts are completed on time. Attendance and punctuality are tracked.
- Checklists and job notes are submitted for every visit.
- No preventable client complaints about missed scope or conduct.
- Company tools and supplies are accounted for.

REPORTING STRUCTURE

- Reports directly to the Housekeeping Supervisor.

- Coordinates with the Operations Coordinator on scheduling and site access.
- Works alongside other cleaners and takes day to day direction from the Lead Cleaner when assigned to crew or project work.

HOW TO APPLY

Send your resume to info@firstclasspropertyservices.ca with the position title in the subject line. A short note on why the role fits you is welcome, but not required.

First Class Property Services is an equal opportunity employer and welcomes applications from all qualified individuals. Accommodations are available on request for candidates taking part in any stage of the selection process.

We thank all applicants for their interest. Only those selected for an interview will be contacted.